

Minutes of 10th IQAC Meeting

Date: 22nd March, 2023

Venue: Royal Conferencia, A Block 5th Floor

Members present:

1) Professor S.P. Singh, Hon'ble Vice Chancellor	Chairperson
2) Professor Anuradha Devi, Dean, RSPAS	Director, IQAC
3) Professor Ankur Ganguly, Dean (Academics)	Member
4) Dr. Bipul Nath, Associate Professor, RSP	Coordinator, IQAC
5) Dr. Ranumoni Choudhury, Insurance Medical Officer, ESIS	External Member
6) Dr. Kaberi Saikia, Professor & Principal, RSN	Member
7) Mr. Jugal Kishore Bhattacharya, Department of Economics	Member
8) Mr. Tanzin Jamba, B.A. 1 st semester, Public Administration	Student Member
9) Dr. Niraj Singh, Assistant Professor, RSBSC	Member
10) Dr. N Seema Devi, Assistant Professor, RSBSC	Co-coordinator, IQAC
11) Dr. Anup Malakar Assistant Professor, RSAPS	Member
12) Dr. Bimalendu Kalita, Assistant Professor, RSAPS	Member
13) Ar. Amrita Sabhapandit, Assistant Professor, RSA	Member
14) Mr. Pankaj Gogoi, Assistant Professor, RSL	Member
15) Ms. Prajoyeeta Kashyap	Alumni Member

Leave of Absence was granted to the following members who could not attend the meeting due to exigencies

1. Mr Ankur Pansari, Executive Vice President	Member
2. Prof (Dr) L.K. Nath, Dean, RSP	Member
3. Prof (Dr) Rohit Singh, Pro Vice Chancellor	Member
4. Dr. Diganta Munshi, Registrar	Member
5. Dr. Arup Kr. Mishra, Chairman, Pollution control Board.	External Member
6. Mr. Utpal Sarma, Tech Variable Pvt. Ltd	External Member
7. Mr R.S.Joshi, Former President, FINER	External Member

10.1 Welcome address by the Director, IQAC

Prof. Anuradha Devi, Director of the IQAC started the meeting by thanking the former members of the committee; she also introduced all the new members of IQAC and extended a warm welcome to them. She requested for grant of Leave of Absence to the afore stated members who have informed about their inability to attend the meeting due to unavoidable prior commitments. After that the extended member of the reconstituted IQAC committee Dr. Ranumoni Choudhury, Insurance Medical Officer, ESIS was felicitated by the Director, IQAC.

Resolution: The Chairperson IQAC, hon'ble VC suggested to conduct the next meetings in blended mode so that everyone can join and no one misses out on any important discussion of the meeting.

10.2 Opening Remark by Chairperson, IQAC.



Discussion: Hon'ble VC Prof (Dr) S.P.Singh addressed the new members of IQAC by extending a warm welcome to all the members of IQAC. He mentioned the important work IQAC is expected to carry out in the coming time as the submission of NAAC SSR.

10.3 Ratification of the Minutes of the 9th meeting of the IQAC along with the Action Taken Report

Discussion: Prof. Devi stated that the minute of the 9th meeting has been circulated to all members for their comments if any and no comments/observation has been received so far. As there was no ratification suggested by the members, the Minutes of the 9th meeting was approved by the house.

The Action Taken Report of the 9th meeting of the IQAC were presented by Dr. Bipul Nath for discussion.

1. Dean (Academics) advised to include of internal administrative audit in the action taken report.

Resolution: The action taken report on the resolutions of ninth meeting of the IQAC has been accepted with all the above stated points of discussion.

10.4 Activities of IQAC after 9th meeting

Discussion: Co-coordinator IQAC Dr. N. Seema Devi presented a PPT on IQAC and also about the activities taken up by IQAC after 9th meeting:

1. Internal Administrative Audit on 9&10th January.
2. External Administrative & Academic Audit on 13th & 14th February.
3. Internal Mock drill on NAAC progress 22nd, 23rd & 24th February.

She also presented the list of tentative events planned by the IQAC in coming months.

Resolution: The Chairperson IQAC, hon'ble VC advised the team to conduct more seminar for faculty and students.

10.5 Report on Progress of NAAC

Discussion: The Coordinator of IQAC Dr. Bipul Nath has presented a brief report and current status of the progress on the seven criteria's of NAAC SSR based on the new benchmark introduced by UGC. In his presentations he mentioned that our present self-assessment CGPA score according to new benchmark till date is 2.63 which is the score for NAAC Grade B+.

Resolution: Chairperson IQAC suggested the members to work hard so that progress accelerates to grade A. He also suggested that all the suggestion and write up in the NAAC SSR should be in positive side.

10.6. Submission of External Academic & Administrative Audit Report.

Discussion: Director IQAC handed over the external academic and administrative audit (held on 13th & 14th February) report to the Chairperson IQAC.

Resolution: No resolution required.

10.7 Discussion on conduct of:

- i. Green Audit
- ii. Environment Audit



Discussion: Dean (Academics) suggested on conducting Green Audit as there are many agencies that do that. He also suggested that we should restrict the conduct of Environment audit for now and focus should be given to Green audit.

Resolution: The Chairperson IQAC suggested the members to find a private agency for Green Audit and also to research about the agencies which conducted Green or Environmental audit for Universities which has A or A+.

10.8 Any other matter with the permission of the Chair

Discussion: The Chairperson IQAC suggested to go through few SSR of the Universities A or A++ while preparing the NAAC SSR.

The Chairperson IQAC advised the Director IQAC to arrange a meeting with all defaulters.

The Dean Academics had a word with Director IQAC regarding the course file formats that need to be followed by the faculty.

Co-coordinator IQAC, Dr. Seema Devi suggested that some alumni events or programme to be organized right after the association gets registered.

The student member Tanzin Jamba put up few suggestions and requests such as:

- a) Need of a pharmacy in the campus
- b) Need of reference books in the library
- c) Need of faculty in Public Administration department
- d) Doubt regarding SSC examination

Resolution: The Dean Academics is advised to conduct a seminar/workshop in course file by the Chairperson IQAC.

The Chairperson IQAC suggested to include the alumni nights and other alumni events organized prior to the registration under this forum. He also requested Dr. N Seema Devi and Ms. Prajyeeta Kashyap to take charge or supervise the alumni events and programmes.

Dean (Academics) informed that he had a meeting with the department heads and advised them to conduct at least 2 alumni activity every semester.

The Chairperson IQAC informed the house that a pharmacy is to be established in the campus very soon. Next he requested IQAC to write to all the heads of the department/school to purchase the reference books that are essential for the students. He further added that his words will be taken seriously and will try to hire more faculties for the department at the earliest. He also clarified the doubts regarding SSC examination which students have.

10.9 Vote of thanks

The IQAC finally thanked all the members for their presence in the 10th IQAC Meeting and Chairperson IQAC has emphasized for follow up actions of the aforesaid discussions before the to conduct the next IQAC Meeting.

Anuradha Devi 24/3/2023
Prof. (Dr.) Anuradha Devi
Director, IQAC

